

# GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

## CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCE ADMINISTRATION

**ANNOUNCEMENT NO:** CFSA-09-P019

**POSITION:** CHILD PROTECTION REGISTRY  
ASSISTANT DS-303-8

**OPENING DATE:** 12/02/08

**CLOSING DATE:** 12/15/08

**IF "OPEN UNTIL FILLED"  
FIRST SCREENING DATE:**

**SALARY RANGE:** DS-08 \$39,638-\$51,005

**WORK SITE:** WASHINGTON, D.C.

**TOUR OF DUTY:** 8:15 A.M. TO 4:45 P.M.  
Monday – Friday

**PROMOTION POTENTIAL:** NONE

**AREA OF CONSIDERATION:** UNLIMITED

**NO. OF VACANCIES:** ONE (1)

**AGENCY:** Child and Family Services Agency (CFSA), DEPUTY DIRECTOR FOR PLANNING, POLICY AND PROGRAM SUPPORT (DDPPPS), CHILD PROTECTION REGISTRY UNIT (CPRU)

**DURATION OF APPOINTMENT:** | X | Permanent | | Term (13 months to 4 years) NTE: Four (4) years  
| | Temporary (Up to 1 year, Not-to-Exceed) |

| X | This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

| | This position IS NOT in a collective bargaining unit.

**RESIDENCY PREFERENCE AMENDMENT ACT:**

A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

**BRIEF DESCRIPTION OF DUTIES:**

The incumbent works as Child Protection Registry (CPR) Assistant in the Child Protection Registry Unit (CPRU), Office of the Deputy Director for Planning, Policy and Program Support (DDPPPS), Child and Family Services Agency (CFSA), responsible for receiving and processing applications that request child protection registry background checks, for adults in the District of Columbia. Receives applications by walk-ins, mail-ins and verbal request from CFSA Investigation staff. Serves as the agency's representative to the community. Reviews the application for completion to ensure the information will enable staff to process the application. Uses FACES CPR database, Professional Files database, record files, ACEDS, FACES, central files and Metropolitan Police Division Youth Division (MPD YD) to process assigned applications as needed. Once results are finalized, a letter is generated from the CPR FACES Program. The letter is then mailed, faxed, or picked-up by the requestor. Reviews old CFSA and Youth Division records to determine if there are supported cases against the alleged perpetrator. Maintains up-to-date CPR files for CFSA and community services providers for the purposes of research, planning and evaluation. Participates in weekly supervision, shares information on resources, develops specialized resources and makes joint decisions with the CPR supervisor. Provides letters of expungement and maintains records of overturned fair hearings. Participates in Administration trainings, workgroups and presentations to vendors and providers. Provides expedited clearances for planned and emergency placement of children through CFSA and Court. Initiates search of Child Protection Registry for current or previous history or child abuse or neglect for the purpose of the City Wide Fatality Review Committee. Prepare weekly individual CPR statistics. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of organizational structure to provide information resources and social services to children and families;
2. Through knowledge of all applicable child abuse and neglect laws and regulations which govern the operation;
3. Skilled in written and oral communication;
4. Ability to perform duties in a courteous, customer friendly manner;
5. General knowledge and basic proficiency of computer operating systems, including Microsoft Office.

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**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

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HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

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**MAIL TO:** Child and Family Services Agency  
Human Resources Administration  
400 6<sup>th</sup> Street, SW  
Washington, DC 20024

**WALK-INS:** 955 L'Enfant Plaza, 5<sup>th</sup> Floor  
Washington, D.C. 20024

### **TO APPLY:**

**FAX TO:** (202) 727-5750

**WEB SITE:** [www.cfsa.dc.gov](http://www.cfsa.dc.gov)

**EMAIL TO:** [cfsa.jobs@dc.gov](mailto:cfsa.jobs@dc.gov)

**TELEPHONE:** (202) 724-7373

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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OFFICIAL JOB OFFERS ARE MADE ONLY BY THE HUMAN RESOURCES ADMINISTRATION

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